

The SF-1 is now a smart form and can be found on the e-forms link in OurPlace.  
Instructions for filing out an SF-1 to procure business cards:

Fields to include info:

1. **Appropriation Chargeable:** Fill in your office cost code in the space.  
If you don't know your office code, follow this link to Ourplace  
[<https://emenu.ita.doc.gov/emenuITACodes.nsf>]
2. **Date:** Include the date the form is completed
3. **Title:** Business cards for [name the individuals]
4. **Quantity:** Can order 250 or 500 per person. For example, one office is submitting one SF-1 for 5 business card orders of 250 each. The quantity would be 1,250.
5. **Deliver to:** Put in detailed office information for delivery of business cards.
6. **Additional information:** Include the phrase "see attached form for detailed info and card sample"
7. **Bureau person to contact:** Include contact info for your office. Someone who will be able to review proofs when they are received from the printer and authorize production.
8. **Bureau cost estimate:** ITA will cover up to \$60 per person for business cards.
9. **For additional information contact:** This can be a back up person or someone in the Public Affairs office who is familiar with the business card procurement process.

Once this form is complete, it should be signed by the budget authorization member of your office and routed to the ITA budget office to be signed by the appropriate budget analyst. If you are unfamiliar with your budget analyst, here is a list of them by unit responsibility:

US&FCS: Michael House [482-5739]

Admin/CFO/Exec Direction: Toni Persaud [482-5581]

MAS: Paula Dawson [482-0813]

MAC and IA: Peggy Fouts [482-1952]

Once the Budget Analyst has recorded the SF-1, you must get the SF-1 signed by Vanessa Barksdale (482-5627). This now is an authorization to pay for business cards.

The SF-1 and the sample business card form that follows should be completely filled in and submitted to the print procurement shop.

## ITA Business Card Procurement Form

This form will accompany a completed SF-1 to be submitted to the Department print shop to procure business cards.



Name:

Title:

Office:

Unit:

Address:

1401 Constitution Ave., NW, Room

Washington, DC 20230

t: ( ) - f: ( ) -

Email: [f

Quantity: